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County of Los Angeles COMMUNITY AND SENIOR SERVICES

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Enriching Lives Through Effective and Caring Service

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Director

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May 20, 2011

To: Potential Vendor

Subject: **Community and Senior Center Project**

The County of Los Angeles (County), Community and Senior Services (CSS) desires to automate our Community and Senior Centers using existing off-the-shelf software, name brand personal computers and other related equipment, with the objective of maximizing revenue streams and enhancing reporting capabilities. The selected vendor would supply: equipment, software/application, configuration, installation, training, maintenance and hosting of the software/application.

The funding for this project is restricted to the fiscal year ending June 30, 2011. To utilize this funding for this automation project, CSS and the vendor would need to agree to terms and CSS would need to procure this system by June 30, 2011, with an agreed full, no-exception implementation by September 30, 2011.

In consideration of the restrictive nature of the funding we would like vendor responses by Thursday, May 26, 2011, 5:00pm, Pacific Standard Time. Submit your response both electronically via e-mail and a signed copy via USPS postmarked no later than the above date.

Should you be selected for final consideration we ask you hold time in your schedule to demonstrate your system to the evaluation committee on Tuesday, May 31, 2011 between 9:00am to 4:00pm with WebEx presentations not to exceed 90 minutes.

Instructions, mandatory response forms and information are attached. Questions will only be taken via e-mail.

Thank you for your participation,

Jorge Merchan, County Project Manager

E-Mail: jmerchan@css.lacounty.gov

USPS: At the above letterhead address with Attn: Jorge Merchan